

PUBLIC SAFETY COMMITTEE MINUTES

Wednesday, July 13, 2016 6:30 p.m.

1. CALL TO ORDER

The meeting was called to order at 6:32 p.m. in Conference Room A of the McFarland Municipal Center by Chairperson Adrian.

Committee Members Present: Trustees Jerry Adrian and Tom Mooney, and citizen members Kathy Lyons, Ken Machtan..

Committee Member Absent: Sandy Bakk, Barbara Zabawa, and Rich Staley

Staff Present: Charles DiPiazza, Emergency Management Director; Fire/Rescue Chief Chris Dennis; Pauline Boness, Community Development Director; and Tom Innes, Clerk.

Others Present: Mark Roffers (MD Roffers Consulting).

2. PUBLIC APPEARANCES.

Mark Roffers of MD Roffers Consulting spoke to the committee regarding the renewal of the Village's Comprehensive Plan. The Plan, by State statute, must be renewed every 10 years. The Plan acts as guide for future land use and development for the Village.

According to Roffers, the new Plan will be developed in three stages. The first stage consisted of gathering background information and data about the village [information that was included in the PSC packet]. The second phase, which was nearing completion, concentrated on local participation. This phase consisted of meeting with community organizations, Village committees, as well as a community survey to gather information for development of the new plan. The third and final stage would be to develop a draft a plan document of policies and recommendations. Completion of the third phase is expected to be in early 2017. Roffers was meeting with the PSC as part of the second phase of the plan development.

Roffers asked the committee for their thoughts and concerns from a Public Safety perspective. Items for consideration from the committee included the following:

- The need for a secondary business district away from Highway 51
- The return of a medical clinic to the Village
- Growth of Village services and economic base
- A movement to make McFarland more pedestrian friendly
- Greater links to public transportation
- The need for more senior services

Adrian also felt that there needs attention to paid to space availability for the Village to expand. Roffers stated that the plan would include both ideas for new expansion as well as development of areas already in the Village.

Lyons suggested that McFarland should capitalize on its proximity to the lake especially access to the water.

Mooney suggested that there needs to be improvement in the ability for pedestrians and bicyclists' ability to cross highway 51, either by an elevated crosswalk, underpass, or pedestrian islands.

Chief Dennis noted that there would likely be a staffing impact in the coming years in regards to an increase in population, the aging of this population, and the trend of more community care.

3. STAFF REPORTS.

- a. **Fire/EMS Department.** Chief Dennis reported that the Fire/Rescue pizza delivery was a success in both terms of funds raised as well as positive community outreach.

With recent changes in DANECOM, Dennis is concerned that the decrease in radio channels and the location of radio towers could make local emergency and general radio traffic more difficult. Dennis feels establishing a local McFarland channel could serve as a necessary back-up if either if there are several major incidents that require heavy county radio traffic or if there are any expected problems in the operation of DANECOM. In referencing his board report, Dennis is negotiating the purchasing of equipment from the Blooming Grove Fire Department. Dennis stated that worst case cost would be \$25,000, with the hope that end costs would be closer to \$20,000. In working with Chief Sherven and Financial Director Kelsy Boyd, there could be money available from the \$75,000 budgeted for building safety and security. No additional costs, other than equipment replacement, should be needed after the channel is implemented. **Motion** by Mooney, seconded by Lyons and carried 4-0 by acclamation that the Public Safety Committee recommend to the Village Board to move forward with the implementation of the local tactical radio channel as presented by Chief Dennis with the associated costs being transferred from money that has already been budgeted for building security.

Continuing work on the apparatus bay exhaust removal system is being determined by pending grant approval. Dennis would like to begin a step process that exhaust removal from the bay would begin when a vehicle engine is started. Operation cost would likely begin at a cost of \$5,000.

Dennis reported that a full-time EMT had resigned to work at another service. The Village Board did give approval to fill the open position.

The 2015 Ambulance will be going in for repair the first part of August for damage that occurred in the University of Wisconsin Hospital parking lot. The ambulance is still in operation and costs should be covered by insurance.

- b. **Police Department.** Chief Sherven was not present at the meeting. No report was presented.
- c. **Emergency Management.** Chuck Di Piazza submitted the Emergency Management report. Di Piazza. Di Piazza reported that the next Emergency Management meeting would be Thursday, July 28th at 2:00 p.m.

Warning sirens all to be operational and functioning properly.

Di Piazza is continuing to work with Chief Sherven on the Emergency Response Plan protocols.

4. APPROVAL OF MINUTES.

- a. Review and possible approval of the draft Minutes of the June 8th, 2016 meeting. **Motion** by Machtan, seconded by Mooney carried 4-0 by acclamation to approve the draft Minutes of the June 8th, 2016 meeting.

5. **BUSINESS.**

- a. **Initial discussion regarding the request for installation of flashing lights at the crosswalk in front of the McFarland High School on Farwell Street.** Adrian reported that Jeff Mahoney, from the McFarland School District, requested a flashing light at the crosswalk on Farwell Street, in front of the McFarland High School. The item will further be discussed in upcoming PSC meetings so Adrian requested that Committee members pay particular attention to the area when driving on that street.

Moving the current lights that are presently placed on Farwell Street on both ends of the High School, closer together was proposed.

Since Farwell street is scheduled for construction in 2018, Adrian suggested concentrating on an interim solution since any light placement would likely have to be removed when the roadwork is begun. The committee thought the removal of parking stalls that are currently directly before the crosswalk, could improve visibility.

- b. **Follow up regarding June operator license hearings.** Adrian reported that in meeting with the Village Clerk, it was decided that there needed to be a review of procedure in regards to Beverage Operator License renewal, in particular, applicants with one offense. A sub-committee of Committee Members Adrian and Mooney, Police Chief Sherven, and Village Clerk Cassandra Suettinger, formed and met to review statutes and discuss policy.

From the meeting of the sub-committee the following was recorded: "At the meeting on June 15, 2016, we discussed clarifying the policy on which offenses should constitute recommendation for approval/denial. Village ordinance 11-74(c) outlines the basis for granting denial." Adrian also read from the Village Ordinance that states

"An application may be denied based upon the applicant's arrest and conviction record if the applicant has been convicted of a felony (unless duly pardoned) or if the applicant has habitually been a law offender. For purposes of this licensing procedure, "habitually been a law offender" is generally considered to be an arrest or conviction of at least two offenses which are substantially related to the licensed activity within the five years immediately preceding the license application. Because a license is a privilege, the issuance of which is a right granted solely to the Village Board, the Village Board reserves the right to consider the severity, and facts and circumstances of the offense when making the determination to grant, deny or not renew a license. Further, the Village Board, at its discretion, may, based upon an arrest or conviction record of two or more offenses that are substantially related to the licensed activity within the five years immediately preceding, act to suspend such license for a period of one year or more."

The consensus of the sub-committee was if the applicant had a felony, the license could be denied; the applicant has two substantially related offenses within the previous five years, and only those applicants with convictions should be brought to the PFC, the license can be denied; or if applicants omit information on their application for a license, their license can be denied.

Applicants with one related offense will be granted a license with the condition they are to notify the Village within 30 days of any additional convictions. If a second offense occurs the applicant will appear before the Public Safety Committee for possible denial.

Members of the PSC agreed that this should be the procedure moving forward.

For the two previous applicants that appeared before the PSC Committee in June, both were mailed a letter that informed them that although their license had been approved, they must inform the Village of the outcome of their pending trial and that failure to do so could result in the denial of their license.

6. **ADJOURNMENT. Motion** by Machtan, second by Mooney and carried 4-0 by acclamation to adjourn the July 13, 2016 meeting of the Public Safety Committee at 8:15 p.m.

Respectfully Submitted,
Tom Innes, Clerk

PUBLIC SAFETY COMMITTEE MINUTES

Wednesday, August 10, 2016 6:30 p.m.

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. in Conference Room A of the McFarland Municipal Center by Chairperson Adrian.

Committee Members Present: Trustees Jerry Adrian and Tom Mooney, and citizen members: Rich Staley, Ken Machtan, Kathy Lyons, and Barbara Zabawa

Committee Member Absent: Sandy Bakk

Staff Present: Emergency Management Director Chuck Dipiazza, Community Development Director Pauline Bonness (joined at 6:40) and Police Chief Craig Sherven

Others Present: Jim Joehrs (Vierbicher Associates Inc.), Bob Bourill (Bouril Design Studio), Kevin Wehner (KL Engineering), Kathleen Smith (5624 Lake Edge Road), Wendy Crone (5908 Lake Edge Road), Mike Wokasch (5420 Bremer Road), Timothy Gill (5410 Bremer Road), Char & Egon Schulz (5414 Bremer Road), Lois & Larry Pfester (5724 Lake Edge Road), Stuart Allbaugh (5622 Lake Edge Road), Laus Barbar (5434 Bremer Road), John & Gail Poser (5822 Lake Edge Road), Bonnie Albaugh (5622 Lake Edge Road), Debbie Nelson (5618 Lake Edge Road), Dale Wendling (5516 Bremer Road), Scott Smith (5624 Lake Edge Road), and Brett Riemen (2763 Tower Road).

2. PUBLIC APPEARANCES.

Mike Wokasch, 5420 Bremer Road – Mr. Wokasch voiced concerns with the traffic study completed. He stated he believe the study significantly underestimated the amount of traffic that will result from the proposed development. He reported the study did not take into account the apartment complex is only currently half full, and noted an inaccuracy with the square footage of the restaurant. Mr. Wokasch stated he had difficulty with the fact there will be a 300% increase of residents with the new development; however, only a 24% increase in traffic will result. Mr. Wokasch voiced he believes the traffic study does not practically reflect what the impact will be after all of the units are full.

Sue Smith, 5434 Bremer Road – Ms. Smith voiced concerns regarding the data used to conduct the traffic study. She noted data regarding the restaurant would be inaccurate due to the fact the Beachhouse did not have a lot of business in the couple years prior to closing. She also voiced concerns that occupants of the new apartment/condo complex will require multiple parking spaces as to the limited number proposed in the plans. She also expressed concern with parking on streets as a result of overflow from the restaurant and complex. She also disagreed with the conclusion in the study that traffic from the restaurant and complex will offset each other in terms of peak times, streets and peak times.

The Public Safety Committee temporarily ceased public comment and moved to item a. to allow the traffic engineer the opportunity to provide a presentation on the traffic study to address some of the questions and misconceptions.

After the presentation the Committee returned to public comment

Katheen Smith, 5624 Lake Edge Road, appeared to request information regarding whether follow up is done by the engineering firm to compare conclusions from the study to the actual traffic impact after project completion.

Mr. Wehner noted they are generally contracted to perform the study and are not contracted to do any follow up after

Wendy Prone, 5908 Lake Edge Road, voiced concerns regarding cyclists and pedestrian traffic.

Stuart Allbaugh, 5622 Lake Edge Road, voiced concerns regarding pedestrian and bicycle safety. Mr. Allbaugh asked additional questions regarding how the study was conducted. Mr. Allbaugh suggested the study was helpful but inadequate for the actual traffic that will result from the new development.

Sue Smith, 5434 Bremer Road, Ms. Smith expressed concerns with speed issues present at the intersection currently. She reported a large number of bicyclist use Bremer Road instead of the bike path. She noted the traffic study focused on the difference between the current apartment and beachhouse restaurant as compared to the new development, but the study failed to address the safety issues in general of the area.

Charlene Schulz, 5414 Bremer Road, voiced concerns with possible additional future development in the area will affect traffic and safety. She also spoke regarding preservation of the lake area as a highly trafficked area for pedestrians.

Debbie Nelson, 5618 Lake Edge Road, voiced concerns that the proposed parking is inadequate and will turn into a safety issue when the roads are congested with parking. She also noted Fire/EMS may experience issues if the roads are congested with parking.

Kris Sturman, didn't identify address for record, noted he has lived in the area near the proposed development many years has never seen traffic problems. He recommended the Village consider installing a stop sign at the intersection.

3. **STAFF REPORTS.**

a. Fire/EMS Department.

Chief Chris Dennis report that he did give a report to the Village Board regarding DANECOM. Dennis also reported on the hiring process of a new full-time employee. Additionally this is the time of year where more maintenance items are higher. Dennis referred to the report included in the packet for further details.

b. Police Department.

Chief Craig Sherven reported that the officer that had previously been on long term disability officially resigned, leaving two vacancies. There is an accepted offer from a recent candidate who will likely start at the end of the month. However the current candidate list has been exhausted so a new recruitment process has been implemented for a November start date.

McFarland Police Department participated in active shooter training in Monona Grove. Extra attention was being given to the establishment of a warm zone in cooperation with Monona Fire and EMS units.

McFarland Police Department has a received a positive response to developing an active shooter training in area churches with an ongoing planning to include area daycare facilities.

Sherven is still working on security upgrades to the Municipal Building, the Library, and the Public Works Building. A list of recommendations has been forwarded to the Village Administrator.

On August 26th the Milwaukee Brewers host a Law Enforcement appreciation night. The Brewers Organization asked for a McFarland Police Officer to throw out the ceremonial first pitch in honor of Officer Ryan Copeland.

c. Emergency Management.

Emergency Management Director Charles Di Piazza reported that warning sirens are reported working efficiently.

There will be a table top exercise with members of the tank-farm community on September 22nd, at the Municipal Center.

With the recent wave of warm temperatures and high humidity, Di Piazza has been working with McFarland Senior Outreach as well as McFarland Police Department to ensure those without an adequate ability to keep cool have a use of the Municipal Center during business hours.

4. APPROVAL OF MINUTES.

a. Review and possible approval of the draft Minutes of the July 13, 2016 Meeting.

No minutes were approved.

5. BUSINESS.

a. Review of future traffic patterns at Bremer Road, Larson Beach Road, and the Lake Edge Junction based on projected new growth.

Kevin Wehner, representative from KE Engineering, appeared to discuss the traffic study completed that the Lake Edge Junction completed by his firm regarding parking and traffic projections for the proposed new development on the site. They look at the amount of unit or the amount of square footage whichever seems more prevalent to the land use. They were unaware the apartment complex wasn't fully occupied. They then estimated how many additional trips the new development would generate. They did not evaluate operations at any of the intersections.

They concluded after performing the study, only estimating 116 trips would be added, this is a vehicle traveling in one direction while entering or exiting the site, no more than 12 trips would be added during peak hours, the proposed parking would be consistent with what is required based on the parking requirements generated by the ITE parking generation rates.

He noted the manual does distinguish different rates by proposed uses. They did factor in the proposed use are condos as opposed to an apartment complex.

The space above the Beachhouse was previously rented; this was not factored into the study. It would have been more advantageous for them to include it in the square footage but it would overestimate the actual number of trips for the Beachhouse.

Lack of sidewalks an issue.

Question on how many cars are going to be necessary for the residential portion. Questions with the number of units, the number of cars, and the traffic they are projecting. The Plan

Commission has not reviewed the satellite parking portion yet. Will people use the satellite parking, or will they park on the street.

Consider more than the intersection. Need to consider Bremer and Lake Edge, because that traffic funnels into the intersections.

Chief Sherven, ask KL and, based on assumptions that the apartment complex full and it is possible they overestimated the current Beach House traffic. Can they go back, and recalculate based on the updated information. Explore replicating the traffic with additional factors such as pedestrians, bicyclists, etc. Walgreen's traffic. There are too many additional variables.

Pauline noted the study is based on the apartment being full, and the square footage of the restaurant and that the restaurant is operational. The question is, are we going beyond what that intersection is built to handle? Can they add factors such as a stop sign, or is the recommendation that the proposed use is just too much for what that intersection can handle. Traffic signals can actually increase traffic. What are these streets designed to accommodate. Is this street as it's constructed, width, signalization. Is that appropriate for the amount that will be increasing.

The safety committee should look at the intersection, are there ways for traffic to get through the intersection safer than what is. Is it a stop sign?

Noted the bike path may cause increased traffic in this area. The path is not signed for bikes to go down Bremer, but bicyclists may go off path because of the additional scenic

Options:
Stop signs
Speed bumps
No through traffic
Lower the speed limit (15 on lake edge)
Restricting parking on the streets
Put a runner for a bike path along the area
Installation of sidewalks on one side

Explore the entrance to the new development (public works and engineers recommend the entrance line up for safety reasons)

Committee representatives will sit down with staff to further discuss options for consideration at the next PSC meeting.

b. Brian Spanos of Spanrie Property Group regarding zoning and the site plan for 5401 Paulson Road.

Adrian reported that the Spanrie Group met with public works and re-designed the property, largely due to safety concerns. Referring to the handout in the committee packet, Adrian pointed out that one of the driveways was designated "one way-out" only based on concerns of the street junction. Vision lines were also improved.

Dennis requested a scale copy for determining accessibility for fire equipment. Chief Dennis will report back to the committee.

The committee felt the project could move forward, taking in to account any further findings from Dennis.

c. Discussion on possible new policy for reviewing and approving Alcohol Operator's Licenses.

Adrian distributed a policy for determining the procedure for the denial of alcohol operator license.

1) Review letter from Chief Sherven regarding Operator License violation.

Adrian referred to packet material regarding an operator application. **Motion** by Zabawa, seconded by Lyons and carried unanimously by consent to deny an operator license to Anthony Michael Hall.

d. Review changes needed per Wis. Stats. §349.21(1)(2) Authority to regulate school bus warning lights.

Sherven commented on a recent state law change requiring school buses equipped with amber lights to use those "warning" lights prior to activating the flashing red lights. Sherven stated that normally Municipal Ordinances follow State Statute, but in this particular case, Village Municipal Code has specific language regarding the use of school bus warning lights and that language needs to be amended. **Motion** by Machtan, seconded by Zabawa to recommend to the Village Board changes in the language in the Village of McFarland Municipal Code of Ordinances needed per Wis. Stats. §349.21(1)(2).

e. Discussion regarding the installation of flashing lights for the McFarland High School on Farwell Street.

Sherven reported that the McFarland School Board would be willing to do cost share on the installation of warning lights at the crosswalk in front of the McFarland High School. A quote submitted to the School District was distributed. The LED units would be solar powered and self-contained. **Motion** by Machtan, seconded by Zabawa, and carried unanimously by consent to recommend to the Village Board the installation of up to 3 flashing crosswalk warning lights with the cost of purchase and installation to be shared with the McFarland School District.

f. Discussion on safety when biking and walking at night.

This item was tabled.

6. ADJOURNMENT. Motion by Machtan, seconded by Mooney and carried unanimously by consent to adjourn the August 10th meeting of the Public Safety Committee at 8:37 p.m.



Memorandum

To: Public Safety Committee
From: Matthew G. Schuenke, Village Administrator/Treasurer 
Date: September 8, 2016
Re: **Traffic and Parking Issues Related to Beach House Development Project**

Executive Summary

At its meeting on July 18, 2016, the Plan Commission reviewed a request to rezone property to Planned Development – Infill (PDi) as well as the General Plan on how that property in question would be developed. The location includes two parcels 4506 Larson Beach Road (former Beach House Restaurant) and 5604 Lake Edge Road (an existing multi-family land use). The rezoning along with approvals of a General and Detailed Plan would allow for the redevelopment of the site as a mixed use development that would include a new restaurant and residential dwelling units. The Plan Commission again met on August 15th to receive an update on the project and will consider the request for rezone and General Plan for development following public hearing on September 19th. The Public Safety's role in the review for this project came in the form of a request from the Plan Commission at its meeting on July 18th for several Village Departments along with the Committee to look at the project and provide comments back to the Commission in the form of a recommendation regarding traffic and safety issues. This memorandum is provided on behalf of Village Staff to the Public Safety Committee to consider as part of their deliberations on making a recommendation to the Plan Commission.

Traffic and Safety Issues

Village Staff including the Department Heads for Police, Fire/EMS, and Public Works met with the Village Administrator and Committee Chair on August 18th to review the proposed development and identify possible improvements to address traffic and safety. The following items are put forth as suggestions for the Committee to consider as part of its recommendation to the Plan Commission:

1. Street Realignment – The southwest corner of Bremer and Lake Edge could be squared off to create a true “T” intersection with 90 degrees angles in all directions. This would require the elimination of some pavement and the addition of some curb/gutter to realign the corner. Implementation of this improvement would be the responsibility of the Developer.
2. Stop Signs – Currently the intersection of Lake Edge, Bremer, and Larson Beach is controlled only by a single stop sign for northbound Lake Edge traffic. With the street realignment proposed in the first option, it is further proposed to make this intersection a 3-way stop to help provide some traffic control for the intersection. This would be a responsibility for the Village to complete when occupancy is granted for the project.

3. Additional Sidewalks – Ensure that sidewalk connectivity is maintained through the frontage of the Development as may be appropriate. This will provide better access for those attempting to use the site and give refuge for people wanting to avoid conflicting with traffic in the intersection. Also need to make sure pedestrian connectivity is maintained to the off-site parking lot. This would be a responsibility of the Developer.
4. Parking Restrictions – New parking restrictions could be introduced by the Village in and around the Development as well as the intersection to provide maximum visibility for users both on and off the street. This will also force overflow parking into the off-site parking lot as it is designed to accommodate. The Village could outright restrict parking, introduce timing restrictions, or a combination of the two as the situation warrants. This would be a responsibility of the Village.
5. Off-Site Parking Lot – The creation of the additional parking lot off-site is critical to helping these issues and their general plan for land use function. It helps to keep cars off the street and limits overloading the site with cars.

An updated site plan for the Development has been provided and included in your packet for review as part of your consideration of these issues. Additionally, a new rendering of the off-site parking lot has also been provided for your review.

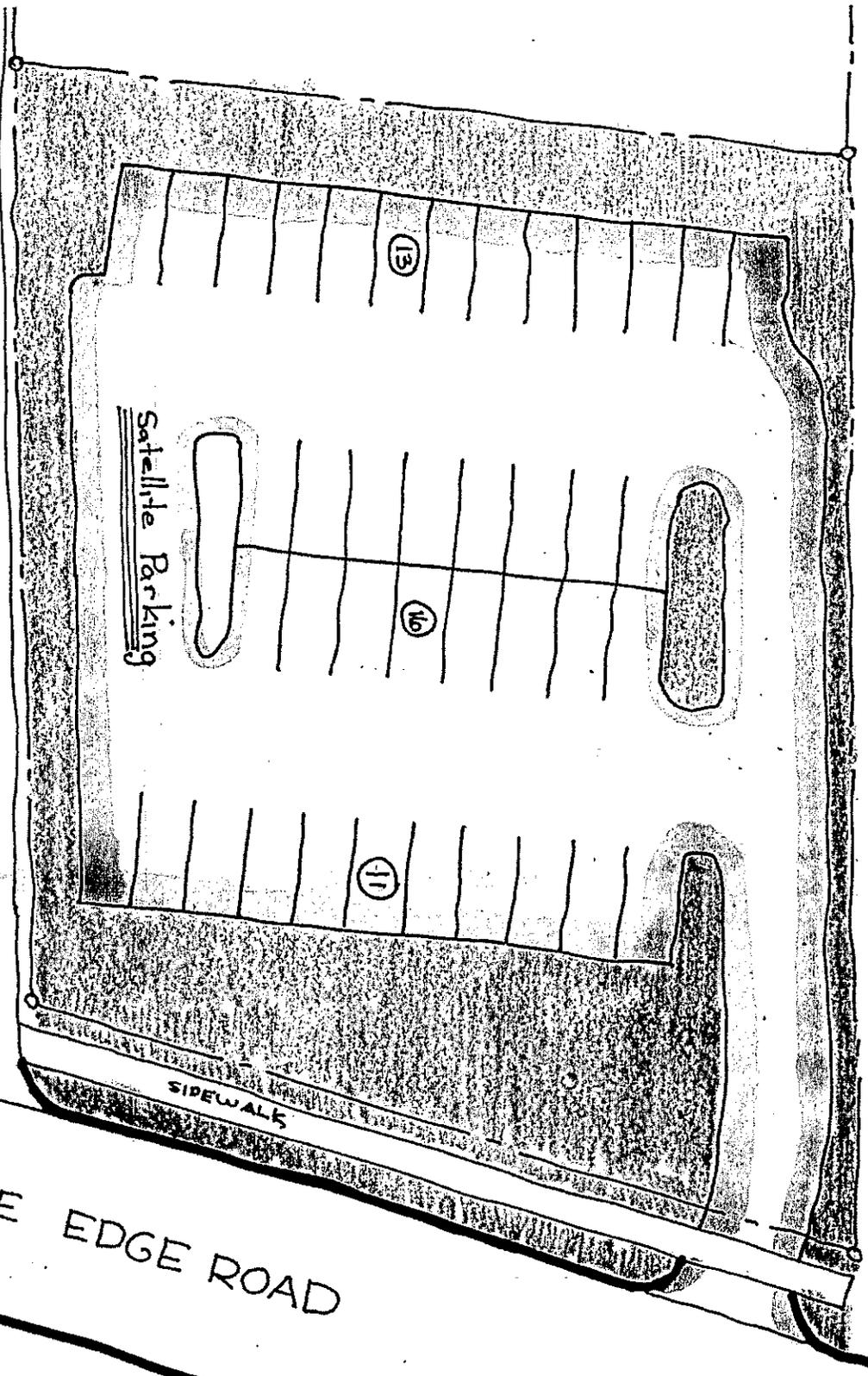
The Traffic Study was distributed at the last meeting. ***Please remember to bring this with you again along with questions that you might have regarding the report prepared.*** The engineer has been invited to attend the meeting to address issues with the report as may be needed.

Recommendation

Village Staff recommends the Public Safety Committee take action on these traffic and safety items in the form of a recommendation to the Plan Commission after they have received a report from Staff and received public input on these issues.

39 PARKING STALLS
SITE PLAN - Satellite Parking
1" = 20'-0"

MALGREEN SITE



LAKE EDGE ROAD

SITE



MEMORANDUM

To: Public Safety Committee

From: Cassandra Suettinger, Village Clerk/Deputy Treasurer

Date: September 14, 2016

RE: Weights and Measures Ordinances -- Amendment to Testing Fee Calculation

Background:

All businesses engaged in the sale of any commodities, the use of weights and measures, liquid measuring devices, scales, weighing, measuring or price verification systems, timing devices, or linear measuring devices, are required to obtain a license from the Village and submit to inspections from the Wisconsin Department of Agriculture, Trade and Consumer protection. The Department estimates the amount of time it will take to test all of businesses in the Village, and the Village receives an invoice every spring (the Department estimates how many 5 hour days it will take to complete all of the inspections). The Village pays the invoice in the spring, and in the fall is sent a report detailing the businesses tested, the inspection date, the number of devices, and the results of the test. Pursuant to WI State 98.04, the Village may assess fees that do not exceed the actual cost of its weights and measures program. The current Village ordinance recoups the cost of the testing fee based on the number of devices used.

In discussion with the WI Dept of Ag, Trade and Consumer Protection, it became clear the type of device can drastically change the amount of time necessary to perform an inspection. Example: In 2015 A gas pump scale at the Larson Beach BP took 5 hours, whereas, a small scale at the McFarland True Value store took only 45 minutes. The WI Department of Ag, Trade and Consumer Protection bases their contract value on the number of hours it will take to complete testing of all Village scales. It is my proposal that the Village distribute those costs using the same methodology.

Attachments:

The attached spreadsheet shows a breakdown of cost distribution by the current method, and a breakdown of costs for a per hour distribution.

Current Ordinance:

ARTICLE X. - WEIGHTS AND MEASURES

Sec. 11-304. - Application and testing service fees.

- (a) An application fee at the time of initial application shall be charged in the amount of \$5.00. Thereafter, licensees shall pay only the testing service fee.
- (b) A testing service fee is hereby established to recover the Village's costs associated with any contract entered into with the Department under Wis. Stats. § 98.04. The testing service fee shall be charged to each

business receiving testing services as reflected in the Department's invoice and contract work report in an amount equal to the base service fee multiplied by the number of tests or measurements performed for the subject business.

- (c) The Village Treasurer, upon receipt of the invoice and contract work report from the Department, shall determine the base service fee by dividing the total fee charged, plus an administrative fee of three percent to cover Village administrative costs, by the number of scales and other devices tested during Department inspections for each business.



2015 Weights & Measures Comparison

\$2800 - Cost of Contract with State \$84 - 3% Administrative fee per ordinance
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CURRENT COST ALLOCATION METHOD			
Establishment	# of Devices tested	Total cost per device	Total to Invoice
Larson Beach BP	3	\$ 180.25	\$ 540.75
Loeder Oil Co. Inc	1	\$ 180.25	\$ 180.25
McFarland True Value	2	\$ 180.25	\$ 360.50
Pick N Save	5	\$ 180.25	\$ 901.25
Terminal Citgo	1	\$ 180.25	\$ 180.25
US Oil #2	2	\$ 180.25	\$ 360.50
US Oil Buckeye Terminal	1	\$ 180.25	\$ 180.25
Walgreens Drug Store	1	\$ 180.25	\$ 180.25
Total Recovered Cost			\$ 2,884.00

COST COMPARISON OF DEVICE VS TIME BASED CALCULATIONS					
Establishment	Hours Spent	% of Contract	Cost based on % of time	Cost based on # of Devices	Difference
Larson Beach BP	5.5	0.16	463.12	\$ 540.75	\$ 77.63
Loeder Oil Co. Inc	4	0.12	336.82	180.25	\$ (156.57)
McFarland True Value	2.5	0.07	210.51	360.5	\$ 149.99
Pick N Save	6.75	0.20	568.38	901.25	\$ 332.87
Terminal Citgo	3.5	0.10	294.72	180.25	\$ (114.47)
US Oil #2	4	0.12	336.82	360.5	\$ 23.68
US Oil Buckeye Terminal	6	0.18	505.23	180.25	\$ (324.98)
Walgreens Drug Store	2	0.06	168.41	180.25	\$ 11.84
Total	34.25	1	2884	2884	



McFarland Fire & Rescue Department

5915 Milwaukee Street • PO Box 110 • McFarland, WI 53558-0110
(608) 838-3278 • Fax: (608) 838-3619

Emergency: 911

August 2016 Fire & Rescue Department Report

- **General**

- Local Tactical Radio Channel & DaneCOM
 - DaneCOM will go live and the current legacy radio will be turned off and not available for use on November 1st. This will be a decisive switch from one system to another system. The new system requires the old system to be turned off for channels to be used. All agencies have been requested to begin reprogramming radios and training staff at this point in time to ensure all users are ready November 1st. We are currently developing our program template and will be programming radios in the near future.
 - With the approval from the Village Board we proceeded to complete negotiations with the Town of Blooming Grove. Unfortunately, we were unable to provide enough incentive for the Township to revise their operations and we were unable to obtain the frequencies.
 - We have filed for new frequencies with the FCC and our vendor is expecting the frequencies to be assigned as soon as the second week of September.
- The Department in partnership with the EMT Association and Firefighter Association had the annual department family picnic on Sunday August 14th. We had a great turn out and the children of the department had fun especially with water balloons!
- We have been awarded the Assistance to Firefighters Grant for the exhaust system in the apparatus bay. We would like to thank Lieutenant Molenaar on his continued work on the grants and obtaining this one. This will help reduce the amount particulates that members are exposed to during the operation of apparatus. The grant was awarded a partial funding and required 5% match to the partial funding. The grant will provide up to \$94,826 in funds. This will require additional funding in the 2017 budget as the overall project is expected to be up to \$175,000.
- We are currently considering applying for the Lucas II devices. The Lucas II devices provide automatic compressions during cardiac arrest. The units cost approximately \$15,000 each and we would look to obtain two devices. Assuming we were awarded a full amount this would result in the Village match of \$5,000.
- We applied for a grant with South Central Regional Trauma Advisory Council (SCRTAC) for a multi-victim trauma bag. The grant provides one bag per service at the most. Applications are still being accepted. It is believed award will occur sometime this fall. This is would be no cost to the Department if awarded.

- On August 10th we had the Vietnam Memorial Wall travel through our district to an event at Harley Davidson of Madison. We provided a detail to display the Flag from Ladder 8 while the motorcade passed through. We have received considerable amount of positive comments from the public.

Staffing

- We do have an open position for a fulltime EMT. We had received nine applications for the position and seven applicants attended the assessment center on August 27th. The Police and Fire Commission (PFC) will perform their interviews on September 10th for three individuals remaining in the process. The next step will be interviews with the Fire & Rescue Chief. Hopefully, we will then make an offer in the coming weeks. It will take about 6-8 weeks from there for background and the individual to give notice. This means around November for a start date.
- We did have Jenny Olson submit her resignation. She has accepted a new position that will be taking up more of her time and she was already finding it difficult to commit to the department to the level she would have liked.
- We would like to welcome aboard Nicholas Tuma as a firefighter. Nick was able to get aboard and begin taking entry level classes already.
- Current Staffing Levels
 - Fulltime Fire Rescue Chief – 1
 - Fulltime Fire Inspector/Public Education Specialist – 1
 - Fulltime EMTs – 4 (1 current vacancy)
 - Paid on Call – 64 (23 EMTs, 31 Firefighters & 10 EMT/Firefighters)
 - Total Staffing Level - 70
- **Staff Achievements**
 - Davin Blazek has completed all the requirements of probation and has obtained tenure with department.
 - Joe Hart has completed all the requirements to be an operator of Brush 9.
- **Training Activity**
 - August training
 - The large training for the Department was a full department meeting. We were able to obtain a department picture with about 2/3 of the department in attendance. We reviewed the goals for the department that we had made at the start of the year and the progress that has been made. We were also able to identify areas to improve our progress on goals.
 - We performed rural water movement training with assistance from our mutual aid tender departments of Cottage Grove and Stoughton at Mid-West Refrigerated Storage. The training provided members also with a chance to hon their hose deployment and ladder operation skills at the same time.
 - The department also performed a competitive training in which members would begin from duty uniform only and when go through donning their gear, deploying a hand line and obtaining water from folding tanks to knock ball past a pre-determined point. This was timed event and not only did it provide excellent honing of skills it also provided a fun night for the members.

- August training will concentrate vehicle crashes, patient handling and extrication. This will be a general theme for all trainings and majority for the trainings will be for both EMTs and firefighters together.
- Our annual worst case release exercise with the Terminal Coop. has been revised to October 20th. There was an event conflict driving the price of hotels rooms and it wasn't cost effective for Flint Hills Resources or Koch Pipeline. Majority of the effort is being led by Flint Hills Resources and Koch Pipeline. The exercise will simulate a substantial amount of gasoline being released. It will involve majority of the Village's Departments during the exercise, all of the terminal operators, regulatory agencies, Dane County and City of Madison Fire Department.

Budget

- The 2016 budget expenditures are progressing as expected.
 - We are very pleased to announce that the Firefighter's Association has determined to support the Department with the purchase of replacement air lift bags. The Association not only determined to fund the replacement and decided to increase the capabilities of the Department. The air lift bags are utilized to lift heavy objects from trapped patients. The current sets are in need of replacement due to age being over 15 years.
 - The EMS overtime account will be over budget for 2016 with majority of the account expended during the first quarter and further expenditures assumed to continue until the current vacancy is filled. The EMS salaries account should have a surplus to aid in covering this due to the fulltime staffing vacancies.
- **Apparatus & Equipment**
 - The 2002 sedan (Car 4) had a brake failure. We received pricing on the repair of the brakes and it was determined the repair and additional needed repairs were not fiscally responsible. The car has been removed from service.
 - The 2015 Ambulance (R84) had a hose from the turbo blow and was sent to the Ford Dealership for repair. The ambulance was also sent in for the body repair and was out of service for just under two weeks. Everything went as planned on the repair. The days prior to the ambulance being sent in for repairs it did receive a routine maintenance including oil change. Also it did have an issue in which the cot would not release from the lock transport position. Stryker ProCare has reviewed the power load to confirm we shouldn't have any further issues.
 - The 2008 Ambulance (R82) developed an anti-freeze leak in the module. This did occur on a Sunday and the truck was removed from service immediately at the completion of the call it was on. We were able to secure Dane County Rescue 30 due to the 2015 ambulance was also out of service for body work. A leaking circulation pump was found and replaced. This was performed by our Village Mechanic with a part sent via priority shipping from the ambulance dealer.
 - The 2005 Engine (E1) had an intake valve repaired, two other intake valves replaced, two discharge valves repaired, one pressure relief valve repaired and leaf spring shackle bolt replaced. The pump was fully tested and performing within specifications.
 - The 1997 Ladder (L8) had pump tested and recertified with no major issues.

- The 1992 Engine (E2) had pump tested and recertified with no major issues. The backup alarm failed and required replacement. The air conditioning system has been leaking water from condensation of the system operating. Repairs have been made to the drain lines to clear possible backups. This was performed by the Village Mechanic.
- The 2007 pickup (Car 2) had the winch cable replaced. This was performed by the Village Mechanic
- In summary the month of August was very significant for vehicle repair and operations. The Department is very grateful for the service provided from the Village Mechanic as part of the Department of Public Works. Without the work performed here it would have cost significantly more and would have most likely resulted in overtime expenditures for staff to provide coverage while transporting ambulances between service facilities.

<u>Inspection/Prevention Activity</u>	<u>Completed</u>	<u>Year to Date Total</u>
Building Inspections	31	438
Re-Inspections	0	0
Special Inspections	1	21
Fire Code Violations Identified	9	251
Fire Code Violations Corrected	8	28
Plan Reviews	2	15

<u>Public Instruction</u>	<u>Completed</u>	<u>Year to Date Total</u>
CPR Certifications	24	105
First Aid Training	22	46
High School CPR (Hands Only)	0	112
Baby Sitters First Aid	0	46

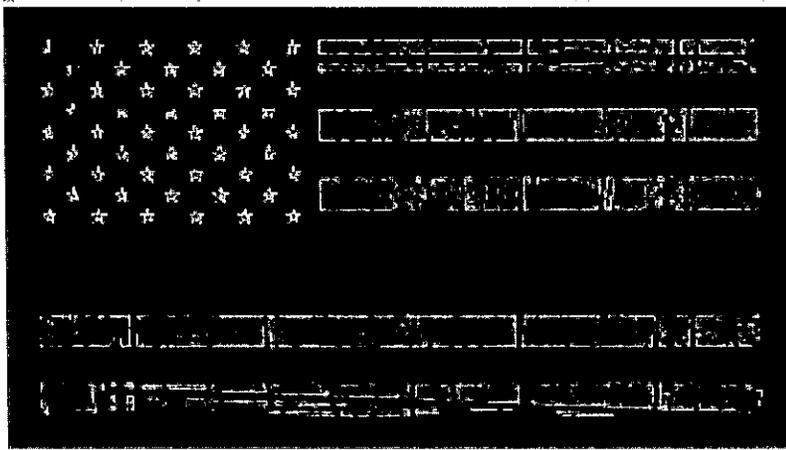
Incident Summary

Incident Type	2016		2015	
	Aug	Year to Date Total	Aug	Year to Date Total
EMS – Falls	18	112	6	69
EMS – General Medical	24	226	37	235
EMS – Motor Vehicle Crash	7	32	5	33
EMS – Trauma Other	4	24	7	46
EMS – Other types	6	90	6	48
EMS – Total	58	484	61	431
Fire – Building, vehicle or outside	1	27	4	27
Fire – Assist EMS Crew	7	66	12	64
Fire – Motor Vehicle Crash	1	14	2	15
Fire – Alarms	2	26	2	32
Fire – Other types	7	52	5	38
Fire – Total	18	185	25	176

- **Significant Incidents**

- On August 2nd at approximately 10:45 p.m. The Rescue 84 crew was paged out for an unresponsive person. Upon arrival and evaluation of the scene, the Rescue 84 crew requested an engine company along with Rescue 82 to help with moving a patient out from the bed of a truck and to check on two other occupants in the vehicle. McFarland Engine 1 crew assisted Rescue 84 crew in moving the patient to the ambulance. The other two occupants were evaluated by Rescue 82 crew and signed medical release forms. Both of those occupants were released into the care of the McFarland Police. Engine 1 and Rescue 82 returned to quarters with McFarland 84 transporting one patient.
- On August 6th at approximately 10:15 pm we received a request to provide a Tender to assist at a structure fire in the Town of Cross Plains as a part of Mutual Aid Box Alarm System (MABAS) alarm assignment. Tender 6 responded to the incident and provided water for approximately four hours. The crew reported they hauled approximately 12,000 gallons of water to the scene during their time at the incident. This assignment was replacing crews that had already been operating for over six hours. This was also a unique incident because the Fire Department of Mount Horeb was operating at a structure fire when the Cross Plains Fire Department received this incident. The Cross Plains Fire Department had actually sent an engine to Mount Horeb. During this event the MABAS Board coordinated the moving of fire apparatus to aid in covering the western part of the county. Additionally, two smaller structure fires occurred in the County during the duration of these fires and with the movement of apparatus, all of the other incidents received the required resources. This proved to be an excellent example of the how the MABAS and Mutual Aid system works.
- On August 6th at approximately 11:20 p.m. Rescue 82 was paged for mutual aid in a mass casualty incident in the City of Madison. It was determined that a carbon monoxide incident had occurred due to a music band's generator malfunctioning during a wedding. The incident involved approximately 300 wedding guests and twenty six individuals were transported to the hospital. The Rescue 82 Crew transported in total four kids and three adults.
- On August 16th at approximately 3:30 p.m. the Department was requested to respond to a motor vehicle crash in the town of Dunn with a possible entrapment and a vehicle smoking. Fire 9 was in the area and responded to the scene and reported two patients in two cars with no vehicle smoking. Rescue 84 had mechanical issue while responding; they continued to respond and triaged the patients. Rescue 82 transported one patient; Stoughton Rescue 88 was called in to assist with transporting the second patient.
- On August 23rd at approximately 9:30 p.m. we were advised that there was a disabled boat off of McDaniel Park on Lake Waubesa with occupants and the Sheriff's mate had a minimum response time of 45 minutes and they requested our assistance. Water 10 was used to assist with towing the boat back to the Babcock boat launch. It was determined to tow the boat to Babcock Park due to the boat needing to be removed from the lake for repair and towing to the residence would result in an additional tow for the owner later. Due to the time of day the boat owner secured the boat at Babcock Park for the night and Car 1 and Car 3 were utilized to transport the occupants back to the boat owner's residence.

MCFARLAND POLICE DEPARTMENT



August 2016 Monthly Report

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AUGUST 2016 MONTHLY REPORT

Introductory Information

As observed on the attached Call Summary Report, the McFarland Police Department logged 488 cases in August. Cases of interest for the month were: eight intoxicated drivers, six domestic disturbances, six disturbances, two burglary, five thefts, eight frauds, fourteen traffic accidents, and five drug incidents. Officers also logged 133 traffic incidents during the month.

Cases of Interest

08/02/2016 Officers were dispatched to attempt to locate a vehicle being driven by an impaired driver. The vehicle was located on Broadhead Street and contact was made with the occupants. One of the officers noticed a male subject in the bed area of the truck. The male subject was unresponsive but breathing. EMS was summoned to the scene and Narcan was used to revive him. The subject was transported to a hospital. The driver was asked to conduct field sobriety tests. Probable cause was established to arrest the driver for operating a motor vehicle while under the influence of a controlled substance. The front seat passenger was arrested for possession of drug paraphernalia and possession of a controlled substance along with three counts of bail jumping. Blood test results are still pending. K-9 Boris was used to conduct a sniff of the vehicle.

08/11/2016 Officers were dispatched to the 5100 block of Farwell Street for the report of some type of disturbance involving a vehicle. Officers arrived on scene and located the subjects involved to include a female in a vehicle and a male outside the vehicle. Officers learned the male and female were in an argument inside the vehicle and the male got out and started to walk away. The female then starting chasing after the male using the vehicle. The male was able to get out of the way and call the police. The female was cited for disorderly conduct.

Staffing Report

- Our current recruitment initiative to fill vacancies continues. To date:
 - We are proud to announce that Officer Jacob Towns was sworn in on August 31st, and began employment with the department on that date. Officer Towns comes to us from the Monroe Police Department where he served as a Corporal, and brings with him 8 years of law enforcement experience.
 - Upon the completion of Officer Town's field training (anticipated to be complete in November) we will then technically be down only one position.

- That said, a senior patrol officer is currently on FMLA leave due to a serious illness in the family, return date unknown at this time.
- Additionally, we are anticipating two short term FMLA leaves due to childbirth in the month of December.
- Our current recruitment process to fill the last vacancy is on schedule. We anticipate a hire occurring in November, with completion of field training in early spring of 2017.
- As for 2017, we anticipate a possible retirement mid-year.

Equipment Report

- No report

Training Report

- Lt. Redman, Sgt. Hornbeck, and Sgt. Maurer attended the Middleton Police Department Active Shooter Full Scale Exercise as observers. Officer Onken and Officer Miller also attended with the McFarland Explorer Post and assisted as role players.
- Officer Barnier attended an Internet Crimes Against Children (ICAC) training at the Milwaukee Police Academy.

Budget Report

- As has been reported each month of this year, I am anticipating an overage in the overtime budget account due to unanticipated staffing shortages, and in the uniform budget account this year due to the hiring of very likely four officer positions that were unanticipated at the time the budget was approved in 2015. These hires will require additional expenditures of roughly \$ 3,000 per officer.
 - At present, we are running approximately 14% (\$ 8,700) over where we should be in the overtime account at this point in the year
 - At present, we have for the most part exhausted the uniform account. This includes the outfitting of two of the four unanticipated hirings. I would anticipate roughly a full 100% (\$13,000) overage of this account by year's end.
- In BY 2017 budget, I have requested additional overtime funding as compared to previous years. In the BY 2016 budget, I also requested more funding but agreed to a lesser amount with the caveat that it would be sufficient only if we experienced a model year. Simply put, we didn't.

To recap the BY 2016 budget year, immediately following the finalization of the 2016 budget, the following occurred:

- The death of Officer Copeland
- An officer who was dismissed following legal issues
- The dismissal of a recruit candidate presenting irreconcilable performance deficiencies
- An officer who left law enforcement altogether and moved out of State
- Four separate medical leave situations (two short term and two longer term)
- An officer coping with a tragic family medical situation
- The final retirement of a part-time officer whom we relied upon to pick up significant hours

Frankly, given the totality of what occurred in this budget year, I am amazed that at the end of August we are only 14% over.

It's important to understand the following when considering this overage:

- Medical situations that would keep a typical worker out of work for a few days may mean months of time off for a police officer. Police officers simply cannot work patrol duties when not fully functional. In reviewing the medical leaves that we experienced this year, this would have been the case with all four.
- The nature of our business, and frankly the expectation of our community is that we at all times have adequate staffing. We cannot simply say "Oh, well...I guess Fred won't be in today so that particular piece of work won't get done." Shifts absolutely must be filled and adequate staffing put forth each and every shift, each and every day. I am very proud of the manner in which my staff has stepped forward and made personal sacrifice to make sure that we are able to provide this level of service.
- Our exposure to staffing shortage is over four times greater than that of any other Village department. Most departments are open 40 hours a week...we are open 168 hours per week, in other words 24/7. Despite this, we operate with only 4 more staff positions than that of another comparable Village department that is open 40 hours per week. The wheel never stops turning, the doors never close.
- Despite the addition of two staff positions, we perpetually operate with the absolute minimum number of staff required to put forth an acceptable coverage scheme. When we operate in this manner, while it may save money, it puts us a great risk to experience staffing shortages. Life happens in our department just like in any other, and there always seems to be some situation going on, be it retirement, training, FMLA leaves, injuries and even death.
- My recommendations to rectify this situation over the next couple of budget cycles would be:
 - Increase the funding to the overtime account to a realistic dollar amount, such as I have attempted to do in past budget years.
 - Add additional staff so that we are not always running with the absolute bare minimum needed to just get by – as I indicated, we are a small department, but large enough to where there likely will always be a situation of some sort occurring.

Other Information

- The department continues to be involved in the initial phases of the Village-owned building security upgrade project. In August, an itemized listing was provided to the Village Board. Instructions were given to proceed with bids.



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 09/07/2016 08:14
 Login ID: mcbgr
 Incident Type: All
 Call Source: All

From Date: 08/01/2016 00:00
 To Date: 08/31/2016 23:59

McFarland Police Department
 ORI Number: WI0137300
 Officer ID: All
 Location: All

Incident Type	Number of Incidents
911 Abandoned Call	15
911 Disconnect	8
Accident Hit and Run	2
Accident Property Damage	6
Accident Unknown Injury	1
Accident w/Injuries	3
Accident-Mv/Deer	1
Accident-Private Property	1
Adult Arrested Person	7
Alarm	6
Animal - Lost	1
Animal Complaint	1
Animal Complaint-Bite	2
Animal Complaint-Disturbance	2
Animal Complaint-Stray	3
Assist Citizen-Vehicle Lockout	5
Assist Citizen	15
Assist Citizen-Lake	1
Assist Fire/Police	16
Assist Follow Up	6
Assist K9	8
Attempt to Locate Person	2
Burglary-Residential	2
Check Person	19
Check Property	28
Civil Dispute	2
Damage to Property	7
Disturbance	6
Domestic Disturbance	6
Drug Investigation	5
EMS Assist	35
Foot Patrol	2
Forgery	1
Found Property	1
Fraud	6
Fraud/Identity Theft	2
Information	17
Misc Sex Offense	2



Incident Analysis Report

Summary By Incident Type

McFarland Police Department
Official Case Report

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From Date: 08/01/2016 00:00
 To Date: 08/31/2016 23:59

McFarland Police Department
 ORI Number: WI0137300

Officer ID: All
 Location: All

Incident Type	Number of Incidents
Noise Complaint	1
OMVWI Arrest/Intoxicated Driver	8
On St Parking Complaint	6
Person with a Gun	1
Phone	13
Preserve the Peace	4
Pvt Prop Parking Complaint	4
Question 911 Call	1
Repo	1
Robbery-Strong Armed	1
Safety Hazard	12
Serving Legal Papers	1
Sexual Assault	1
Silent 911 Call	7
Suspicious Person	8
Suspicious Vehicle	15
Theft	3
Theft from Auto	2
Towed Vehicle	1
Traffic Arrest	21
Traffic Complaint/ Investigation	10
Traffic Stop	102
Trespass	1
Unintentional 911 Call	3
Unknown	3
Unwanted Person	1
Violation of Court Order	2
Weapons Violations	2
Total:	488